

## **OFFICE OF THE PRESIDENT-ELECT**

Bylaws: “At the direction of the President, and/or the Council, assist with the duties to promote the common interest of the Council and furthermore assist the President with Committee supervision and Committee chair appointments. The President-Elect shall assume the office of the President following a one-year term as President-Elect. The president-elect shall have direct responsibility for oversight of the local arrangements committees, which are arranging conferences during the president-elect’s term as president, as well as of the Time and Place Committee. The president-elect shall also sit as a member of the ASHA-CSAP Joint Committee on State-National Association Relationships.”

### Duties:

1. Assist the President with Committee supervision and Committee chair appointments.
  - Review CSAP Committee Pool Data Forms and summarize a list of volunteers and dates available for consultation with newly appointed committee chairs to help in selecting committee members.
2. Oversee activities of the Time and Place Committee.
  - Ensure that spring meetings are scheduled ahead 3 years in the correct region.
  - Ensure that Local Arrangements chairs are being selected at least 18 months ahead of each meeting.
3. Assist with monitoring and implementation of the strategic plan.
4. Maintain CSAP’s Policy and Procedures Manual.
  - Review minutes of Executive Board and Council to identify any resolutions, which are considered policy.
  - Classify these as general policies (i.e., pertaining to all offices, committees) or specific (i.e., pertaining only to a specific office or committee). General policies should be recorded in the Operating Procedures part of this manual. Policies specific to one Board position or committee chair should be recorded in the appropriate section of the manual.
  - Distribute these policy statements according to the following guidelines.

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- a. Each officer and commissioner shall have a copy of all general and specific policies.
  - b. Each committee chair shall have a copy of all general policies and of specific policies pertaining to their committee.
  - c. If these policy statements change the duties or timelines in any way, modify them and distribute updated copies at the next meeting to all members of the Executive Board.
- Maintain copies of all CSAP Forms.
  - Bring to the attention of the Executive Board or Council (in the form of a resolution) any procedure which is being followed as if it were policy but which has not formally been adopted as policy.
  - Ensure consistency between Bylaws and Policies/Procedures.
5. Work together with members of the Executive Board in planning upcoming meetings of the Council.
  6. Determine a theme for CSAP for the upcoming year, preferably one that relates to the strategic plan or current focus of the association.
  7. Maintain the President-Elect part of the Policy and Procedures Manual.
  8. Serve on the CSAP/ASHA Joint Committee on State-National Association Relationships.
    - Recommend actions and policies designed to improve and maintain optimum state-national association relationships;
    - Provide a mechanism to exchange information and to facilitate activities which would be a mutual benefit to state and national associations;
    - Identify and promote specific strategies and procedures that support and maintain timely communication between ASHA and SSHAs;
    - Assist SSHAs and ASHA in the identification of human and fiscal resources existing within the respective associations;
    - Identify mechanisms that will encourage professionals to participate as active members in both state and national associations.
  9. The President-Elect will purchase and present an appropriate gift or plaque not to exceed \$100 for the outgoing president.

10. Assume other responsibilities as directed by the President.
11. Coordinate CSAP teleseminars as outlined in the attached Policies and Procedures for CSAP Teleseminars.

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